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REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
Original	Original	JLA	11/03/2003

REFERENCE DOCUMENTS	
Document Number	Document Title
QMS 200	AMA-200 Quality Systems Manual

PREFACE

This policy is intended as a tool for Personnel of AMA-260 to use when producing presentation material (art work, slides, training aids).

0. Introduction

The AMA-260 Training Material Specialist (TMS) process was developed to standardize and insure customer requirements are met along with achieving a more productive and effective quality management system while meeting contract and ISO requirements.

0.1 Process Objectives

The process is designed for one or more of the following purposes:

1. to fulfill customer training requirements
2. to coordinate within AMA-200 to insure all requirements are communicated.
3. to provide presentation material for new or exciting products.

1. Purpose

This document defines the process used to acquire AMA-200 presentation materials used for training, management briefings, and staff support.

2. Scope

This process applies to the following AMA-200 activities:

- 2.1 Consultation with the appropriate customer (anyone in AMA-200 or AMA-1)
- 2.2 Production and distribution of presentation materials
- 2.3 Categorization and filing of presentation materials, and
- 2.4 Updating of hardware and software used in the design and production of presentation material.

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3. Definitions and Acronyms

AMA-100	Office of the Academy Superintendent
TMS	Training Material Specialist

4. Flowchart

There is no flowchart required for this document.

5. Responsibilities

5.1 The AMA-260 Training Materials Specialist (TMS) is responsible for:

- 5.1.1 assisting AMA-1 and AMA-200 management and support personnel with briefing presentation materials.
- 5.1.2 assisting AMA-200 course managers and instructors with design and production of new revised training aids and course support materials
- 5.1.3 cognizance of the upgrades available in software and hardware for presentation material composition and production.

6. Detailed Process

6.1 INPUT REQUIREMENTS:

- 6.1.1 Requests for presentation materials are received from AMA-1, AMA-200 and AMA-200 Branches.

6.2 ACTUAL PROCESS:

- 6.2.1 Upon receipt of a request for presentation materials, the request is reviewed, dated and recorded.
- 6.2.2 If necessary, the parties involved are interviewed to clarify the request
- 6.2.3 The delivery date is determined by the date of request or by urgency as justified
- 6.2.4 If the request is for new material, it is developed by the most effective manner
- 6.2.5 A preliminary version of the product is then provided for review by the requestor
- 6.2.6 After review of the preliminary version, required changes are then made

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6.2.7 The final product is then produced, reviewed for accuracy, and accepted

6.2.8 An electronic file or a hardcopy of the product is then retained for future use

7. Metrics

There are no metrics required for this document.

8. Quality Records

Quality Records for this document are maintained by the TMS. These records shall be generated and managed in accordance with AMA-200 Quality Records procedures.